



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PUBLIC ACCOUNTS PERFORMANCE AUDITOR VI

Job Number: 20001780

Job Code: 94650V151116

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 12/16/2007

Job Revised: 11/16/2015

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$25.257 - Hourly

\$4,104.28 - 37.5 Hr. Monthly Salary

\$4,377.88 - 40 Hr. Monthly Salary

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises special examinations and performance audits, coordinates activities between auditors, serves as auditor-in-charge and provides direct supervision on complex special examinations and audits OR assists Audit Manager/Division Director in oversight responsibilities, including technical review and editing; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have six years of professional auditing experience. At least three years of the required auditing experience must be performance auditing.

#### **Substitute EDUCATION for EXPERIENCE:**

Either of the following options will substitute for one year of professional auditing experience. If either of these options are utilized, applicant must still have at least three years of performance auditing experience to qualify as noted above. 1. A master's degree in a social science, political science, public administration, business administration, economics, computer science or related field. 2. A passing score on the exam for any of the following: Certification as a Certified Public Accountant, Certified Internal Auditor, Certified Government Auditing Professional, Certified Information Systems Auditor, Certified Governmental Financial Manager or Certified Fraud Examiner.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

At the direction of the Audit Manager, serves as auditor-in-charge on complex special examinations and audits and in a supervisory role. Writes report letters, compiles and reviews reports before submission to Audit Manager. Completes the most complex portions of engagement programs. At request of Audit Manager or Division Director, conducts training. Serves in an advisory capacity to Audit Manager on procedural and policy questions. Participates as part of an engagement team. Duties may include travel and testimony before cabinet officials, legislative staff and committees and enforcement agencies.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office environment. Periodic overnight travel is required to perform on-site audit procedures and to attend training opportunities as assigned.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*